

BUILDING PERMIT CHECKLIST
FOR
NEW RESIDENTIAL STRUCTURES AND ADDITIONS

- _____ Completed Application: Incomplete application can delay issuance of your permit.
- _____ Site Plan: (four (4) copies)
 - _____ Drawn To Scale: 1" = 10' or 1" = 20' recommended
 - _____ Dimensions of subject property including all property lines and total area.
 - _____ Identify streets
 - _____ Setbacks from all property lines for all existing and proposed structures including additions and accessory structures.
 - _____ Location of driveway
 - _____ Location of wetlands, watercourses or coastal features
 - _____ A Class I survey by a registered land surveyor may be required
- _____ CRMC Jurisdictional Determination for presence of Freshwater Wetlands (250 square feet and larger on-ground structures).
- _____ Construction plans and documents: (two (2) copies)
 - _____ Footing and foundation plan
 - _____ Floor plans—include key structural elements
 - _____ Front elevation
 - _____ Rear elevation
 - _____ Side elevations
 - _____ Cross Section(s)
 - _____ Framing plans...may be required when specific conditions of design requires
 - _____ Manufactured lumber (TJI's, LVL's): see your supplier/manufacturer for design reports (submit 2 copies). Larger projects will require a layout plan; beam, header and joist design report number shall correspond with layout plan number.
 - _____ Truss drawings with engineer stamp and layout plan from manufacturer
 - _____ Window and door schedule; include manufacturer, U-Factor and Design Pressure rating (See your supplier/ manufacturer)
 - _____ Energy Conservation (N1101): provide window area percentage of exterior wall area (window/wall ratio)
 - _____ Architect and/or engineer may be required
 - _____ Does footprint of plans match site plan i.e. __overhangs, __decks, __porches, __location of garage etc.
- _____ Single line drawings will not be accepted
- _____ Completeness and Clarity of Plans
- _____ No tape, no red ink, no pencil
- _____ Dimensions:
- _____ Drawn To Scale: 1/4" = 1' recommended
- _____ Flood Zone:
 - _____ AE: Elevation of lowest floor and next floor above (in relation to mean sea level).
 - _____ VE: Elevation of lowest horizontal structural member (in relation to mean sea level). Architect and/or engineer required for design.
 - _____ Elevation of existing and proposed grade (in relation to mean sea level).
 - _____ Addition/Reconstruction: Substantial Improvement: equals or exceeds 50% of the structure
- _____ Wind Load Design (zone 2):
 - _____ Architects design and/or copy of Appendix M from code
 - _____ Contractors/Owners Responsibilities Form: